



WASHINGTON STATE

## Department of Ecology

811 SW Sixth Ave, 8th Floor ♦ Portland, OR 97204

Phone: (503) 229-6103 ♦ Fax: (503) 229-6954

1011 SW Klickitat Way, #211 ♦ Seattle, WA 98134

Phone: (206) 389-2431 ♦ Fax: (206) 587-5196

# BUNKER OPERATIONS MONITORING REPORT

Bunkering Date: \_\_\_\_\_ Time: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_ Inspector: \_\_\_\_\_

RECEIVING VESSEL		DELIVERING VESSEL	
NAME		NAME	
IMO/LLOYD'S NO.	TYPE	COMPANY	
PRODUCT INFORMATION		TYPE(S) and QTY (for each in Metric Tons):	

WAC 317-40	REQUIREMENT	REC VSL	DEL VSL	REMARKS
050(1)	<b>TRAINING</b>			
	PIC conducted training:			
	♦ Within 48 hours prior to bunkering.			
	♦ Training of relief personnel, if applicable.			
	♦ In language common to bunker team.			
	Training included:			
050(1)(a)	♦ Pre-loading plan.			
050(1)(b)	♦ Civil/Criminal penalties and liabilities.			
050(1)(c)	♦ Vessel's Oil Transfer Procedures (OTP).			
050(1)(d)	♦ English phrases and hand signals for communication.			
050(1)(e)	♦ Emergency shutdown procedures.			
050(2)	<b>INTRASTATE OPERATION</b> (Above training required at least <b>monthly</b> for receiving vessels underway in state waters more than 50% of the calendar year and bunkering 3 or more times a month.)			
050(3)	<b>PRE-LOADING PLAN</b>			
	Pre-loading Plan prepared by Person in Charge (PIC).			
	Pre-loading Plan includes:			
050(3)(a)	♦ Identification, location, capacity of tanks receiving oil.			
050(3)(b)	♦ Level, type of liquid in each bunker tank prior to scheduled bunkering.			
050(3)(c)	♦ <b>Planned</b> final ullage/innage, and <b>planned</b> final percent of each tank to be filled.			
050(3)(d)	♦ Sequence for tanks to be filled.			
050(3)(e)	♦ Procedures to monitor all bunker tank levels and valve alignments.			
050(4)	<b>WATCHSTANDERS</b>			
	"Point-of-Transfer" watch designated in vessel's OTP.			
	"Deck Rover" watch designated in vessel's OTP.			
	Each bunker team member equipped with two-way communications.			
050(4)(a)	"Point-of-Transfer" watch at point of connection during bunkering.			
050(4)(b)	"Deck Rover" watch primary duty is monitoring for oil spills on deck and over the side during bunkering. ♦ Visually inspecting water near or opposite all bunker tanks, and sounding tubes and vents, if accessible. ♦ In position to view spillage on deck or in water during tank changeover and topping off.			
050(5)	<b>PERSONNEL DUTIES</b>			
	All personnel assigned to bunkering in compliance with their assigned duties under vessel's OTP.			

WAC 317-40	REQUIREMENT	REC VSL	DEL VSL	REMARKS
050(6)	<b>VESSEL ACCESS</b>			
	Accommodation ladder, or suitable alternative, in place for access between receiving and delivering vessels, or facility.			
050(7)	<b>SOUNDINGS</b>			
	PIC receives sounding reports on tank levels.			
050(8)	<b>COMMUNICATION</b>			
050(8)(a)	Communication has been established between the receiving vessel and the delivering vessel or facility.			
050(8)(a)	Procedures in place for PIC to notify delivery vessel or facility immediately before topping off begins.			
050(8)(b)	PIC has ensured that bunkering personnel know and use English phrases and hand signals during bunkering.			
070	<b>PRE-TRANSFER CONFERENCE</b>			
070(1) - DEL 080(3) - REC	Both PICs have met and conducted a pre-transfer conference. PICs have discussed: <ul style="list-style-type: none"> <li>Contents of the Declaration of Inspection.</li> <li>Procedures for relaying topping off information.</li> <li>Emergency Shut-down procedures and identified each vessel's means to shut down.</li> </ul>			
070(2)	"Point-of-transfer" and "Deck Rover" watches identified to delivering vessel PIC.			
070(3)	Person present at pre-transfer conference who is proficient in English and the common language used onboard. Delivery vessel PIC may request translator.			
070(4)				
085	<b>WORK HOURS</b>			
	Bunkering personnel have not worked more than: <ul style="list-style-type: none"> <li>15 hours in any 24-hour period.</li> <li>36 hours in any 72-hour period.</li> </ul>			
090	<b>RECORD KEEPING</b>			
090(1)	Log book entries ( <i>by Master</i> ): <ul style="list-style-type: none"> <li>Date/Time of Training session.</li> <li>Name/Rating of all persons attending training session.</li> </ul>			
090(2)	Log book entry <b>by Master or Officer-in-Charge</b> that Pre-transfer Conference held prior to bunkering.			
090(3)	Pre-loading Plan and Declaration of Inspection from past 30 days retained onboard receiving vessel.			
090(4)	Records available demonstrating compliance with work hour restrictions.			

**OBSERVED CFR VIOLATIONS (Check all that apply -- Receiving Vessel, unless indicated otherwise):**

- ☐ Scuppers
☐ Hose Connections
☐ Warning Signs and Signals
☐ Line Diagram
- ☐ Containment Bins
☐ Flame Screens
☐ Oil Transfer Procedures
☐ Moorings
- ☐ Other: \_\_\_\_\_

**REMARKS/COMMENTS:**

- ☐ Vessel in **compliance** with State Bunkering Regulations.
☐ Vessel in **violation** of State Bunkering Regulations as identified, corrective measures required.

**Copy Received:** PIC Rec. Vsl. \_\_\_\_\_ PIC Del. Vsl. \_\_\_\_\_  
**Inspector:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Check mark "✓" denotes compliance, and an "X" denotes a violation.